

**Wyoming Air National Guard Vacancy**  
**Indefinite NTE 30 Sep 2009**  
**May qualify for a Relocation/Recruitment Bonus up to \$3000.00**

**AIR GUARD AREA 3 – NATIONWIDE TECHNICIAN VACANCY ANNOUNCEMENT**

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

31 OCT 2006

**ANNOUNCEMENT #: 07-09**

**CLOSING DATE: 29 NOV 2006**

**POSITION TITLE, SERIES AND GRADE:** Civil Engineer, GS-0810-12

**SALARY RANGE:** \$62,291.00 - \$80,975.00 per year

**LOCATION OF POSITION:** 153 AW, Cheyenne, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Officer (OFF) - the incumbent of this position is required to be a military member of the Wyoming Air National Guard. May qualify for bonus dependent upon skill sets. May pay up to \$3000.00. A 12-month Service Agreement is required upon appointment. If the recipient does not fulfill 12 months of service with the Wyoming Air National Guard, the bonus will be repaid on a pro rata basis.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection must possess or be eligible for assignment to Air Force Specialty Code (AFSC) 32EX. Must meet mandatory AFSC Entry Requirements as listed in AFMAN 36-2108. Maximum military grade available is O-4 (depending upon unit availability).

**NOTE:** Selectee may be converted to Permanent appointment if the position is converted to a full time authorization. Individual selected for an indefinite appointment is entitled to the following employee benefits: accrual of annual, sick and military leave, health and life insurance benefits; TSP and payment into the Federal Employees Retirement System (FERS). Indefinite positions are temporary positions which are expected to last for one or more years, however, they may be terminated, with proper notice, due to lack of funds or manpower authorizations.

**POSITION SENSITIVITY:** 2 - Noncritical-Sensitive (NCS)

**AREA OF CONSIDERATION:** For Nationwide Technicians: This vacancy is open to anyone eligible to join or transfer to the Wyoming Air National Guard. (see page 3 for technician application procedures).

**TECHNICIAN QUALIFICATION REQUIREMENTS:** GENERAL – Candidates must meet one of the following:

- (A) Completion of a 4-year professional engineering curriculum leading to a bachelor's or higher degree in engineering in an accredited college or university;
- (B) Must have graduated from service academy with a major in engineering;
- (C) Must have four years of college-level education, training, and/or technical experience which provided a thorough knowledge of the physical and mathematical sciences of engineering, a good theoretical and practical understanding of engineering sciences and techniques, and their application to civil engineering. Must be currently registered as a professional engineer by any state, District of Columbia, Puerto Rico, or the Virgin Islands

**AND**

SPECIALIZED - Must have 36 months of specialized experience which has included:

- (1) Experience in developing technical data and incorporating into formal specification;
- (2) Work experience which shows the ability to read and design plans/blueprints;
- (3) Experience in the preparation of bids which include: (a) construction operation (b) capacities of construction engineering (c) material types, and (d) cost of overhead, insurance, taxes, social security, etc.;
- (4) Experience in planning and estimating materials, methods, and equipment needed;
- (5) Experience in preparing technical and engineering drawings;

(6) Experience in coordinating and negotiating with contractors and other personnel regarding engineering and administrative matters.

**SUBSTITUTION** – Completion of all requirements for a doctoral degree (Ph.D. or equivalent); or three full academic years of graduate education which are in the fields of a related area, will meet the requirements for this grade level. .

**DUTIES AND RESPONSIBILITIES:** This is an interdisciplinary architect or engineer position. The nature of the work is common to the architecture or several engineering disciplines. Responsible for the acquisition, construction, maintenance, repair, and operating of real property facilities, and provides related management, engineering, and other support work. Exercises authority in planning, directing, controlling and coordinating architectural or engineering activities. Utilizes program and planning documents in determining real property facility requirements for programmed units and activities within installation. Determines operational trends and forecasts requirements. Determines and coordinates acquisition and use of money, manpower, equipment and material. Provides technical instructions and information on architectural, engineering and other technical requirements and assigns phases of projects to subordinate architects, engineers, engineering technicians, and draftsman. Develops and maintains effective engineering staff relationships with base and tenant organizations. Performs other duties as assigned.

**NOMINATING OFFICIAL:** Lt Col Douglas Nichols, Base Civil Engineer

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

OC Casey Henry at (307) 772-5167, DSN 388-5167, or E-Mail [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

***The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.***

## TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade, AFSC and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/mailed applications will be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5167, DSN 388-5167, or email [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil) for any additional information or clarification that you may need in reference to this procedure.